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ABSTRACT

The library media program presented in this booklet is intended to equip students and interested users of the card catalog with basic library skills. It has been designed to assist classroom teachers and library media specialists in teaching and disseminating information on the card catalog using Dewey Decimal skill activities. Contents of the booklet consist of: (1) pretest; (2) guide to the card catalog; (3) parts of the card catalog; (4) call number of a card catalog; (5) post test; and (6) answer key. Each activity is accompanied by a series of questions to test students' comprehension of the material presented. Activities contained in the booklet were based on concepts developed and tested on fourth through twelfth grade students. Two methods instructors may use in administering this booklet are suggested. (Author/JPF)

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**WHAT YOU ALWAYS WANTED TO KNOW ABOUT THE CARD CATALOG
AND WERE AFRAID TO ASK!**



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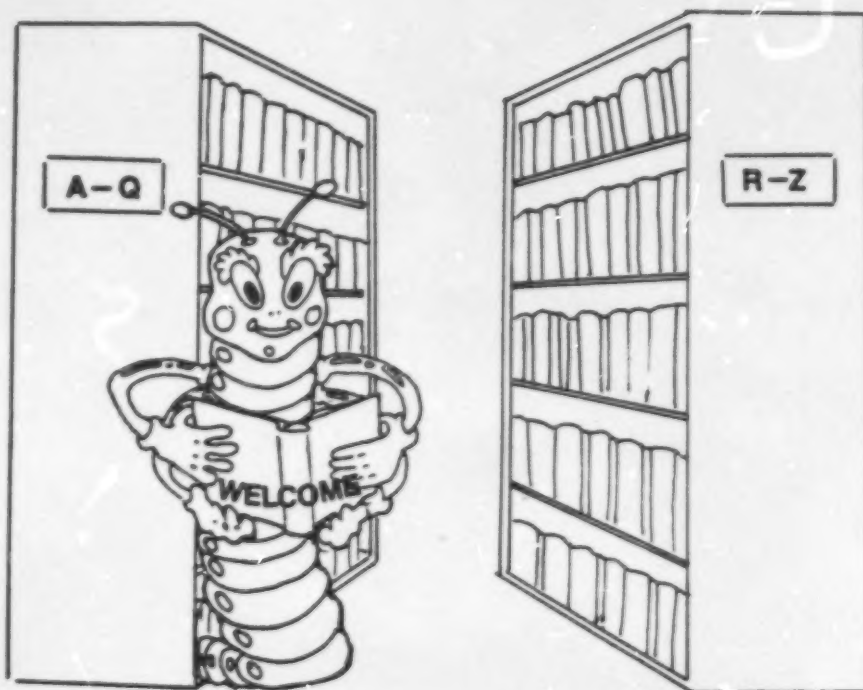
TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC) AND
USERS OF THE ERIC SYSTEM."

by
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M.A. Educational Media
A.M.L.S. Library Science

DISPLAYS FOR SCHOOLS, INC. / P.O. Box 163 / Gainesville, Florida 32602

IR006798

**Dedicated
to
Herb and Amil**



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PREFACE

The Library Media program presented in this booklet, is intended to equip students and interested users of the card catalog with basic library skills. The booklet is also intended to assist classroom teachers and library media specialists in disseminating information on the card catalog.

Essentially, the booklet consists of Dewey Decimal skill activities. These activities are based on concepts developed and tested on fourth through twelfth grade students. Descriptions and explanations about methods that one can utilize in completing the various Dewey Decimal activities are provided, as well.

TO THE INSTRUCTOR

Two methods of administering this booklet are provided. The most functional way is to begin with the pretest section and continue until all parts have been attempted. Students should be free to work until all sections are perfected. Allowing students to complete the sections will assure a workable division of learning skills for evaluative testing. If the students do not complete the sections, a record card may be kept and additional work may be offered.

All students will not be able to complete the sections. Some students will be judged by their instructor as not mature enough to attempt them. By the same token, some fifth and sixth year students who are limited in reading ability may never be able to complete any section.

The second method of administering this booklet is to use it as class needs demand. The media specialist and classroom teacher will need to maintain a close liaison, with class and group activities, to be able to recommend skills when needed.

The methods described may be adapted to either a non-graded, team-teaching school or one with sharply defined grades and self-contained classrooms.

***NOTE:** Audio-visual, audiovisual (either of these spellings are correct).

NOTE: Pages can be removed by the instructor for evaluative purposes.

NOTE: This booklet can be purchased in large quantities at a reduced cost from
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READ the INTRODUCTION and NEEDED MATERIALS:

INTRODUCTION: The following lesson is designed to assist in learning about the card catalog in your media center.

There are five parts to be covered. A pretest, card catalog description, posttest and answer key, are included.

NEEDED MATERIALS: Pencil with eraser

DIRECTIONS:

- Step 1 - Write your name on the upper hand corner of page 7.**
- Step 2 - Turn to page 9 and take PRETEST.**
- Step 3 - Turn to page 13 and complete PART II, PART III and PART IV.**
- Step 4 - Turn to page 39 and take POSTTEST, PART V**
- Step 5 - Turn to page 45 and check your answers. Give the completed lessons to your instructor.**

Name _____
Grade _____
Date _____

PART I A QUICKIE PRETEST

**Card Catalog Skills
based
on
The Dewey Decimal System**



NEXT PAGE...

CAN YOU USE ALL MEDIA?



TAKE YOUR TIME!

PRETEST

Directions: Answer as many of the four questions as possible by filling in the blanks.

1. Here are the three basic types of catalog cards for the same book. Label their correct names in the spaces provided.

636.6 Roo	Roobs, Glive, 1941- Softbilled birds. New York, Jacks Publishing Co. (1974, ©1968) 146 p. illus.
1 Cage-birdr	1 Title

a) _____ card

636.6 Roo	CAGE - BIRDS Roobs, Glive, 1941- Softbilled birds. New York, Jacks Publishing Co. (1974, ©1968) 146 p. illus.
1 C/ ge-birds	1 Title

b) _____ card

636.6 Roo	Softbilled Birds
Roobs, Glive, 1941- Softbilled birds. New York, Jacks Publishing Co. (1974, ©1968) 146 p. illus.	
1 Cay-birds	1 Title

c) _____ card

2. Identify the following types of call numbers.

a) B Blo or 921
Einstein, EINSTEIN, EIN Answer: _____

b) F Fic or FICTION
HE, HE, HE Answer: _____

c) R or REF
970.5 970.5
Was Was Answer: _____

d) 811.5 or 811.5
For FOR Answer: _____

NEXT PAGE...

3. Study the following catalog card.

Supply the correct information in the spaces that are provided.

914	TRAVEL
Lis	
Lisdove, James U. 1915-	
American Abroad. New Jersey, Green Publishing Co. (©1977)	
118 p.	
1Travel 2 Europe-Description and travel 1 Title	
○	

- a) author's name _____
- b) call number _____
- c) subject heading _____
- d) date of publication _____
- e) publisher _____
- f) tracings _____
- g) title _____
- h) number of pages _____

4. Answer the following questions by writing "T" for true or "F" for false.

- a) _____ The books in the card catalog are listed by subject only.
- b) _____ The Dewey Decimal Classification is a system of arranging books by publication date.
- c) _____ There are three basic approaches to the card catalog, by author, title, and subject.
- d) _____ Books within the media center are broadly divided into *two* categories, fiction and non-fiction.
- e) _____ The catalog cards are arranged alphabetically in the card catalog.

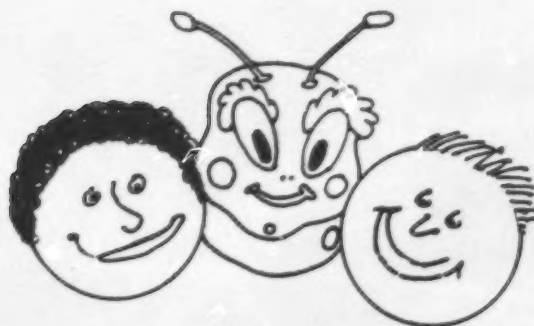


Check answer to 1-3 on Page 46.

Answers to page 12: a) F, b) F, c) T, d) T, e) T

END OF PRETEST

PART II

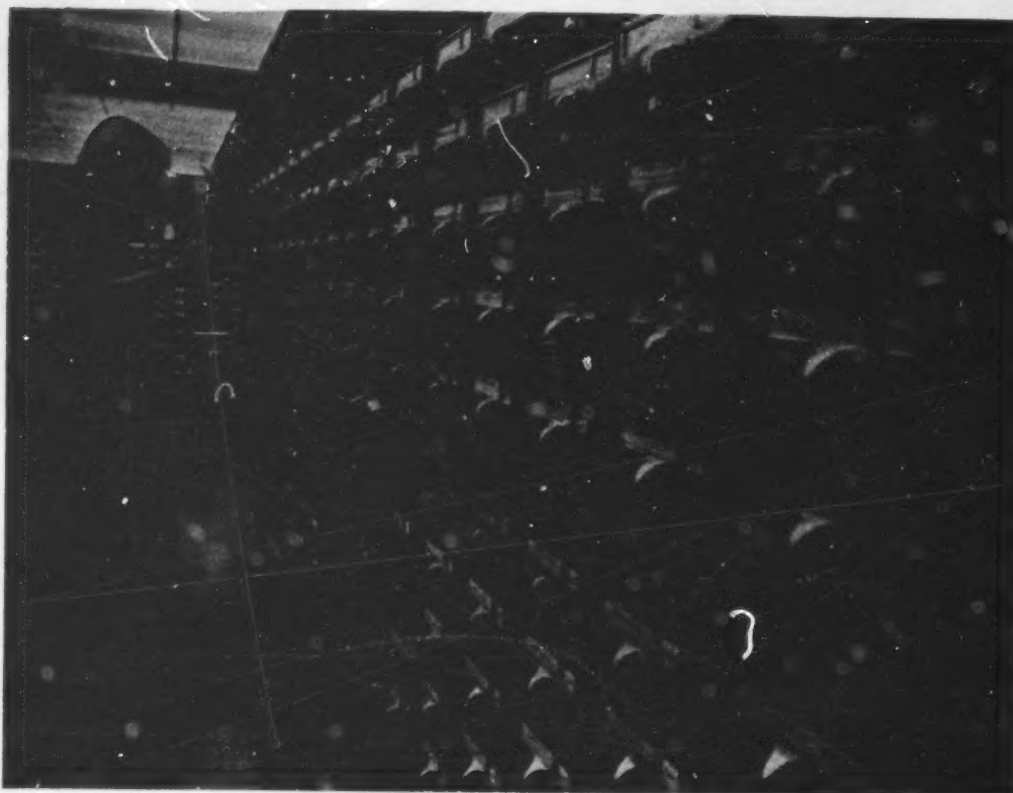


A Guide to the CARD CATALOG

(Dewey Decimal System)

CARD CATALOG DESCRIPTION

The card catalog is an *alphabetical card index* to all the books (print) and audio-visual (non-print) materials in the media center. The card catalog consists of a cabinet containing many drawers that hold 3" x 5" cards.



Card Catalog Drawers

The most common catalog cards found in the drawers:

- Author cards
- Title cards
- Subject cards

NEXT PAGE...

BASIC TYPES OF CATALOG CARDS

The heading on the top line of each card indicates the type of card you're viewing.

1) AUTHOR CARD

This card is helpful if you know only the author's name. Author cards are filed usually by last name first. For example:

Robert Charlie Warrah would be filed Warrah, Robert Charlie.

811.52
War

Warrah, Robert Charlie, 1918 -

Beautiful Poems, 1946-1968. New York, Smith
House (1969)
387 p

1 American poetry



2) TITLE CARD

This card is helpful if you know only the name of the book or audio-visual work. Disregard the articles "a", "an", and "the" when looking up titles.

811.52	Beautiful Poems
War	Warrah, Robert Charlie 1918 -
	Beautiful Poems, 1946 - 1968. New York, Smith House (1969)
	387 p.
1. American poetry	

3) SUBJECT CARD

If you *don't* know the name of the author or title, the subject card will give you a broad overall view of what materials are available on the topic. Subject headings are capitalized.

811.52	AMERICAN POETRY
War	Warrah, Robert Charlie 1918-
	Beautiful poems, 1946-1968. New York, Smith House (1969)
	387 p.
1 American poetry	

NEXT PAGE...

name _____

QUESTIONS TO PART II**Figure 1**

749	The Right Frame	
He		
Heydenra, Howard		
The right frame; a consideration of the right and wrong method of framing pictures. Jones 1977 192 p. illus		
1 Picture frames and framing		1 Title
○		

Circle *one* answer (a, b, or c) to each question.

1. What is on the top line of figure 1?
 - a) author's name
 - b) subject heading
 - c) title of book
2. What type of card is figure 1?
 - a) subject card
 - b) author card
 - c) title card
3. If you were looking up the title card in figure 1, you would look in the card catalog drawer under the word
 - a) right
 - b) the
 - c) frame

NEXT PAGE...

Figure 2

749	Heydenra, Howard
He	
The Right Frame; a consideration of the right and wrong method of framing pictures. Jones 1977 192 p. illus	
1 Picture Frames and Framing	I Title
	

Circle *one* answer (a, b, or c) to each question.

1. What type of card is figure 2?
 - a) title card
 - b) subject card
 - c) author card
2. Author cards are usually filed...
 - a) first name first
 - b) last name first
 - c) neither a or b
3. What is on the top line of figure 2?
 - a) author's name
 - b) title of book
 - c) subject heading

NEXT PAGE...

Figure 3

749	PICTURE FRAMES AND FRAMING	
He	Heydenra, Howard	
The right frame; a consideration of the right and wrong method of framing pictures. Jones 1977		
192 p illus		
1 Picture frames and framing		1 Title
○		

Circle *one* answer (a, b, or c) to each question.

- What is on the top line of figure 3?
 - author's name
 - subject heading
 - title of book
- What type of card is figure 3?
 - author card
 - title card
 - subject card
- If a heading on a catalog card is capitalized, what type of card is it?
 - title card
 - subject card
 - author card

Check answers on Page 46

NEXT PAGE...

NOTES

Write any questions you may have.



PART III

PARTS OF A CATALOG

CARD



929

Ha

Haloy, Avon

Roots. McGresh 1977

526 p

Eight years of research to uncover the facts of his heritage, Haloy shares his findings with us.

1 Haloy family 2 Kose family

I Title



***NOTE:** The new method of punctuation used by the Dewey Decimal System is to capitalize only the first word in a title. This is considered the modern approach to punctuation on the catalog cards.

NEXT PAGE...

PARTS OF A CATALOG CARD

Spend a few minutes studying the parts of the following author, title, and subject cards:

FIGURE 1: Author Card

An author card has the name of the person who wrote the (book or audio-visual) material at the top of the card.

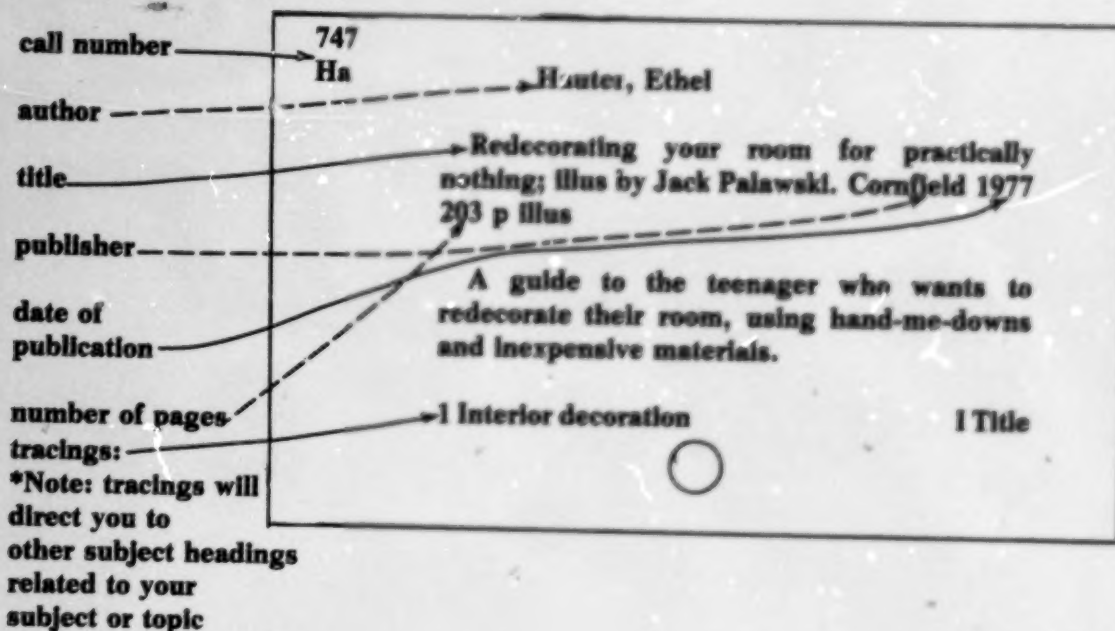
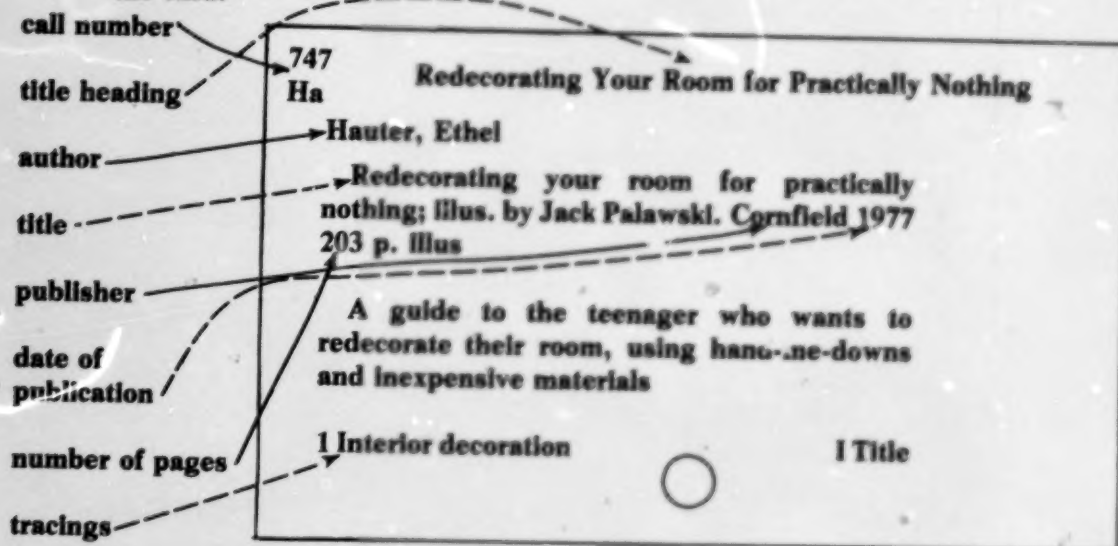


FIGURE 2: Title card

A title card has the name of the material (book or audio-visual) at the top of the card.



NEXT PAGE...

FIGURE 3: Subject card

A subject card has the subject of the material (book or audio-visual) at the top of the card. Subject headings are typed in *capital* or in *red* to distinguish them from other cards.

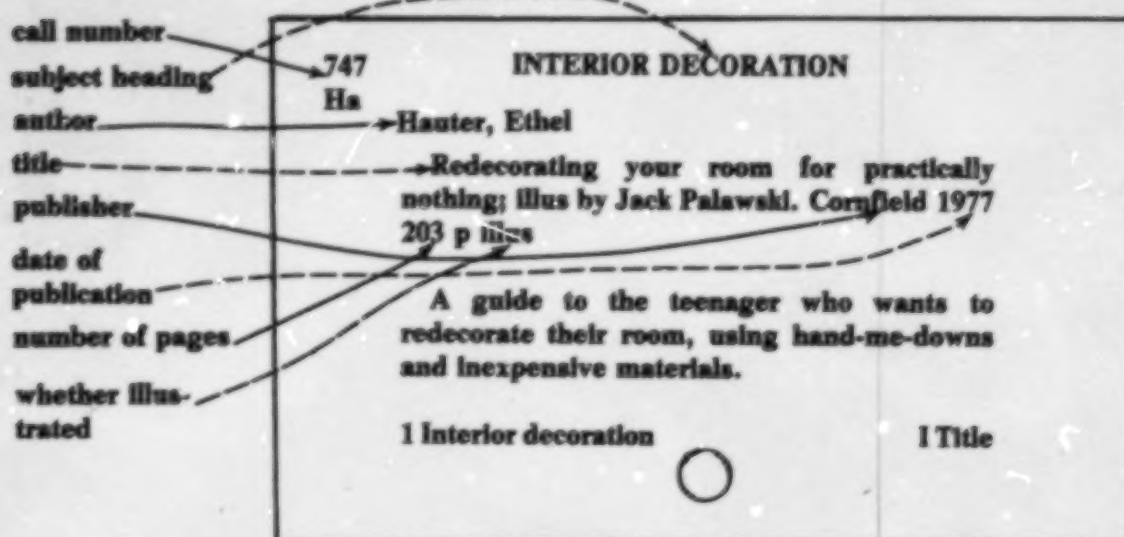
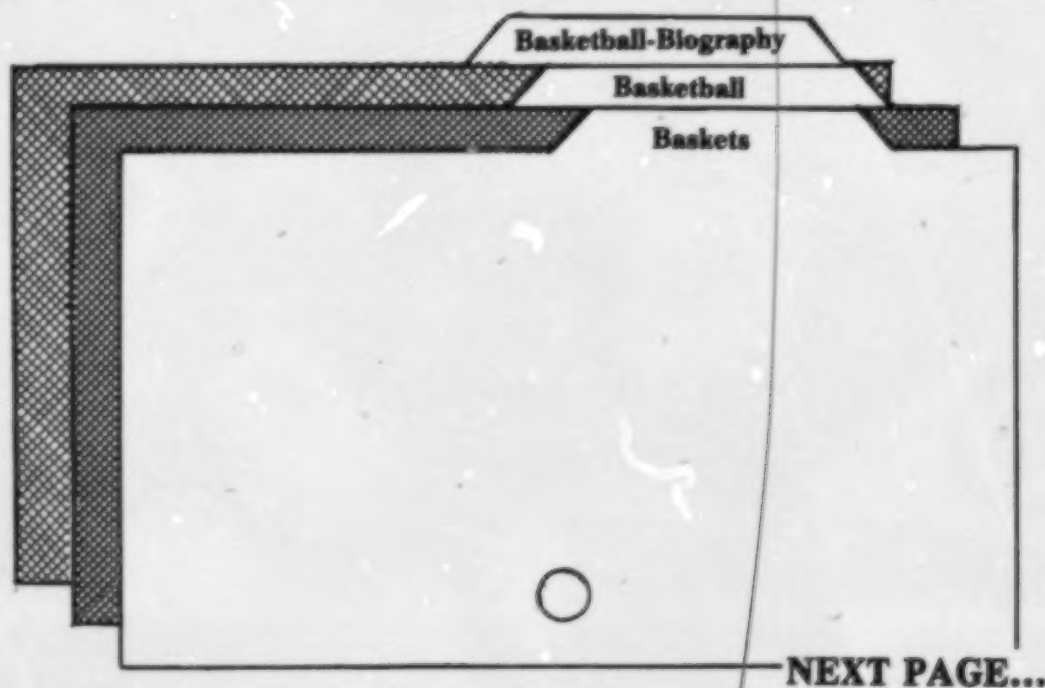


FIGURE 4: Guide card

A guide card extends above other cards and indicates by the letters or words the content of the *surrounding* cards. Guide cards are thicker or heavier cards than other cards in the card catalog.



name _____

QUESTIONS TO PART III**641.5****PER****Perle, Lillie**

**Slumps, and snickerdoodles; what Early
America ate and why. Drawings by Jerry Allen.
Seaway (#1976)
125 p illus**

1 Cookery 2 U.S. Social life and customs 1 Title

**Figure 1**

Circle *one* answer (a,b, or c) to each question.

- 1. Where is the title located?**
 - a) after the publisher's name**
 - b) under the author's name**
 - c) above the author's name**
- 2. Tracings will direct you to...**
 - a) other titles**
 - b) other authors**
 - c) other subjects**
- 3. When was this book published?**
 - a) 1976**
 - b) 1971**
 - c) 1972**

641.5
PER

Slumps and snickerdoodles

Perle, Lillie

Slumps and snickerdoodles; what Early
America ate and why. Drawings by Jerry Allen.
Seaway (° 1976)
125 p illus

1 Cookery 2 U.S. Social life and customs 1 Title



Figure 2

Circle *one* answer (a, b, or c) to each question.

1. What is the *correct sequence* of information after the author's name and *before* the number of pages?
 - a) title, date of publication, publisher
 - b) publisher, title, date of publication
 - c) title, publisher, date of publication
2. On what type of card is the title printed twice?
 - a) subject card
 - b) title card
 - c) author card

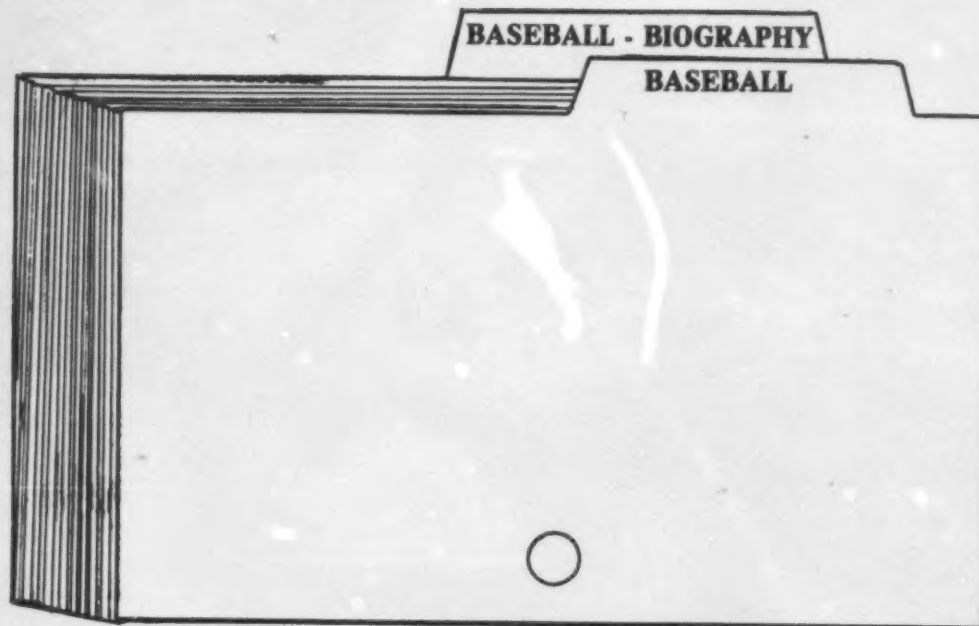


Figure 3

Circle *one* answer (a, b, or c) to each question.

1. Guide cards are...
 - a) thick and heavy with a guide that extends above other cards
 - b) thin with tracings
 - c) title card with the name of the material at the bottom of the card
2. A guide card will direct you to...
 - a) contents of the surrounding cards
 - b) a publication date
 - c) number of pages

Check answers on page 47

PART IV

CALL NUMBERS

ON

A

CATALOG CARD

361.21
Bj

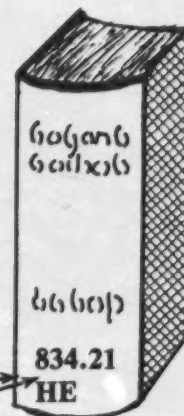


THE CALL NUMBER

The call number on a catalog card is the information located in the **UPPER LEFT HAND CORNER**. The call number serves as an identification (ID) number for all books and audio-visual materials.

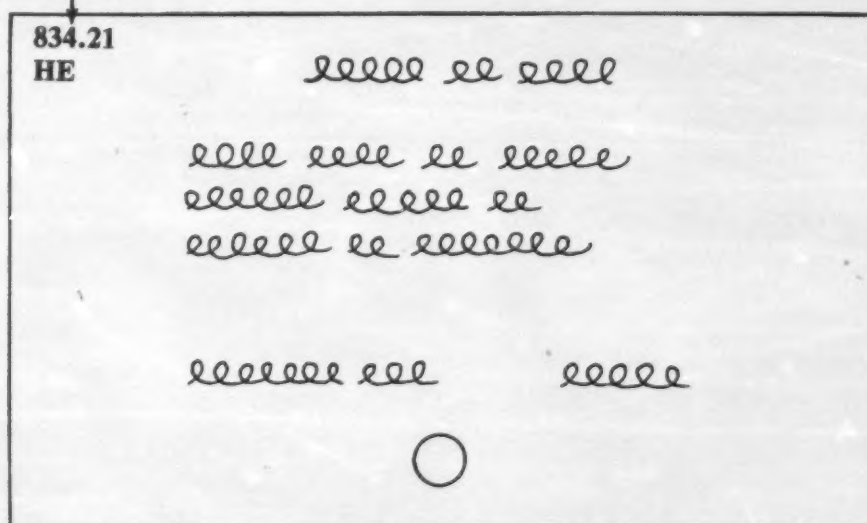
There are several types of call numbers in your media center. They are listed as follows:

1. Audio-visual material call numbers
2. Autobiography and biography call numbers
3. Fiction book call numbers
4. Non-fiction book call numbers
5. Reference book call numbers



Spine of book

LOCATION OF A CALL NUMBER



The call number of this card is the Dewey number plus the first two or three letters of the author's last name. This call number is also on the *spine* of the book.

1. Audiovisual call number:

All audiovisual (AV) materials (non-print) can be distinguished from books (print) by a code. The codes are listed as follows. Spend a few minutes studying the codes and the meanings. These codes appear on AV catalog cards and on the AV material.

AP - Art Print

C - Chart

D - Document

FL - Film Loop

FS - Filmstrip

G - Globe

K - Kit

M - Map

MO - Model

OT - Overhead Transparency (one)

OTS - Overhead Transparency Set

PS - Picture Set

Rec - Record

Rec A - Record Album

SFS - Sound Filmstrip Set

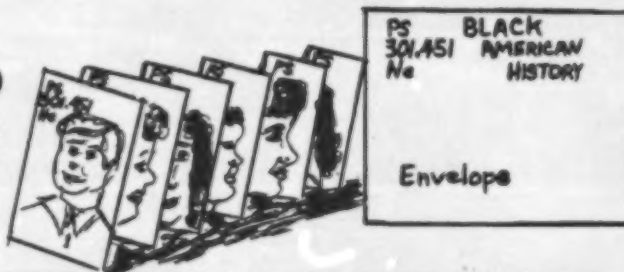
SLS - Slide Set

T - Tape (reel-to-reel)

TC - Tape cassette

VT - Video tape (reel-to-reel)

VTC - Video tape (cassette)



AV call number

PS
301.451
Ne

Black American History
6 pictures. 21" x 27". color

with teacher's guide

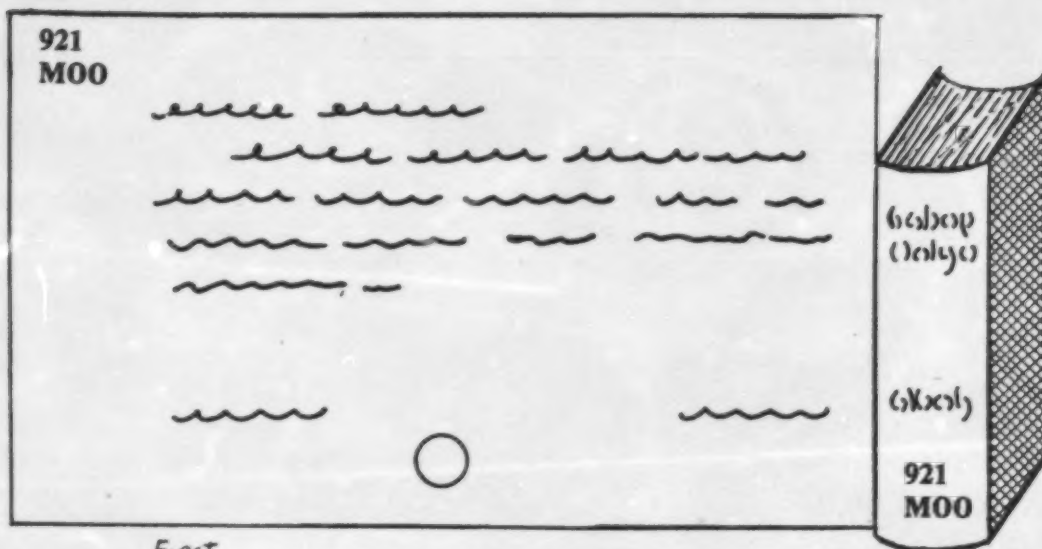
2. Autobiography and Biography call numbers:

Autobiographies (author wrote the book about himself or herself) and biographies (author wrote the book about someone else, not him or herself) are arranged under the Dewey Decimal number 921. They are arranged in alphabetical order according to the *name of the person written about*.

- A. Some books will have 921 (to denote biography) and the last two or three letters of the author's last name.
- B. Some books will have the letters "Bio" and the first two or three letters of the author's last name.
- C. Some books will have the word "Biography" and the full last name of the author.

Here are *three* examples of a call number for a biography, or autobiography:

A.

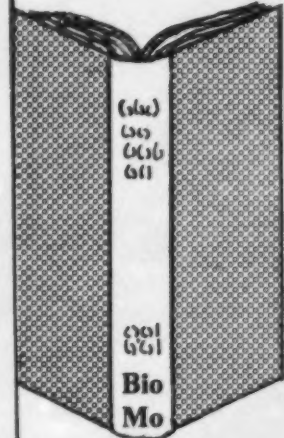
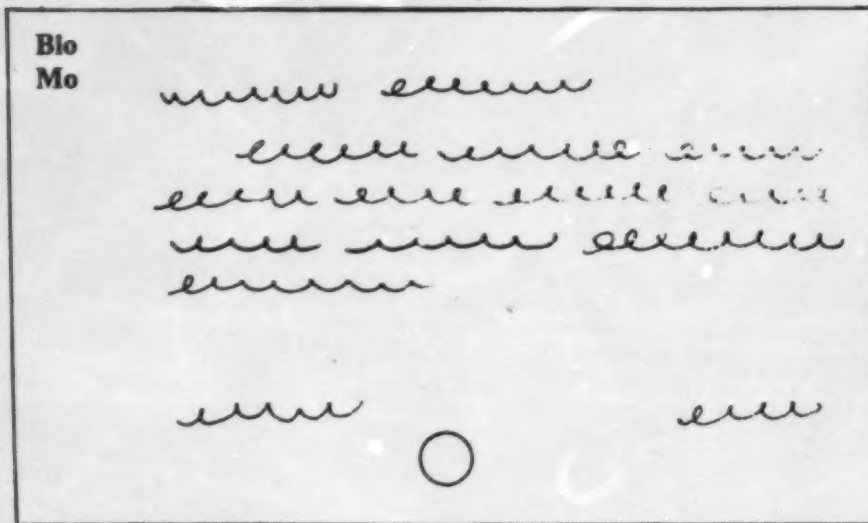


921 and the ^{FIRST} two or three letters of the author's last name.

Autobiography or Biography

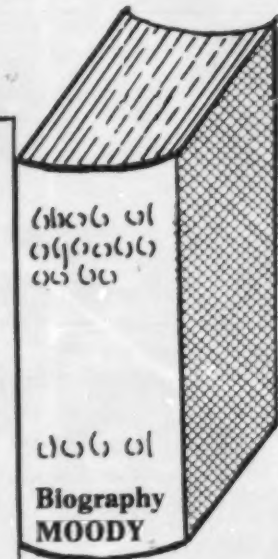
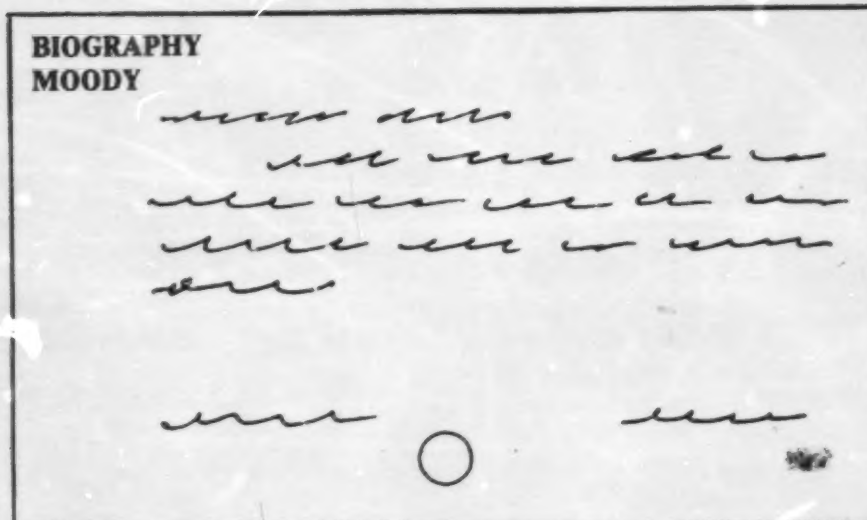
Examples of a call number for an autobiography or biography book

B.



Autobiography or Biography "Blo" and the first two or three letters of the author's last name.

C.



Biography and autobiography - the full last name of the author.

NEXT PAGE...

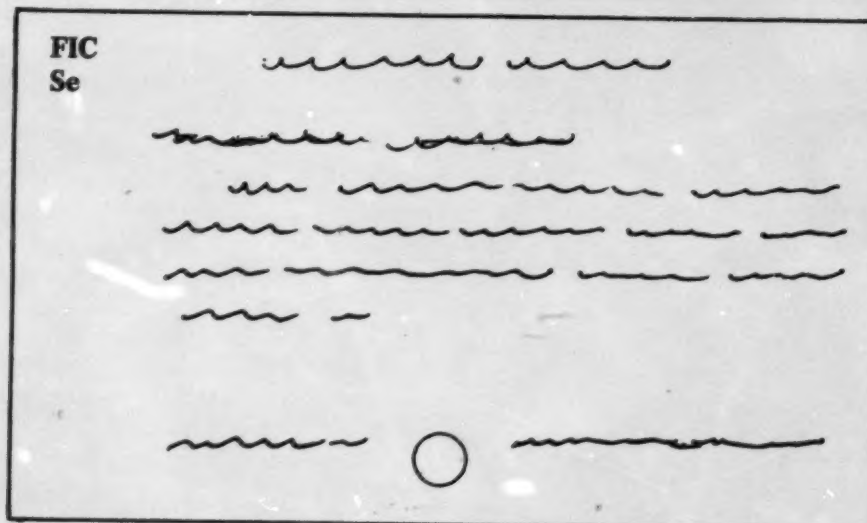
3. Fiction book call number:

In your media center fiction books (novels, romances, short stories, science fiction, mysteries, etc.) are not assigned numbers. Fiction books are shelved *separately* from non-fiction books. They are arranged in alphabetical order according to the author's last name. Because styles change, fiction books will be shown in the media center in one of the following ways:

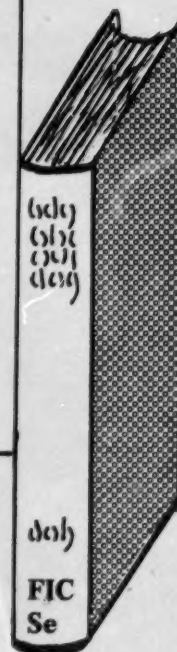
- A. Some books will have an "FIC" (to denote fiction) and the first two or three letters of the author's last name.
- B. Some books will have the word "Fiction" plus the first two or three letters of the author's last name.
- C. Some books will have an "F" (to denote fiction) and the full last name of the author.

Here are *three* examples of a call number for a fiction book:

A.

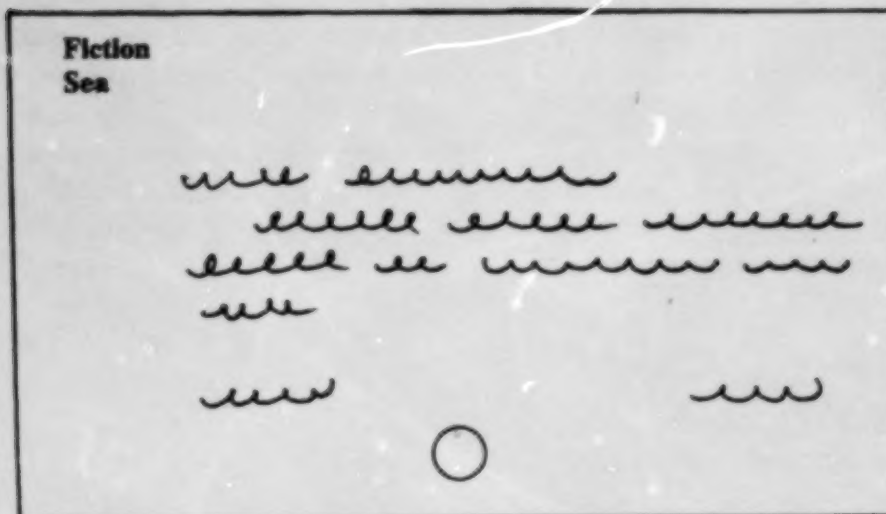


FIC plus the **FIRST** two or three letters of the author's last name.



More examples of a call number for a fiction book:

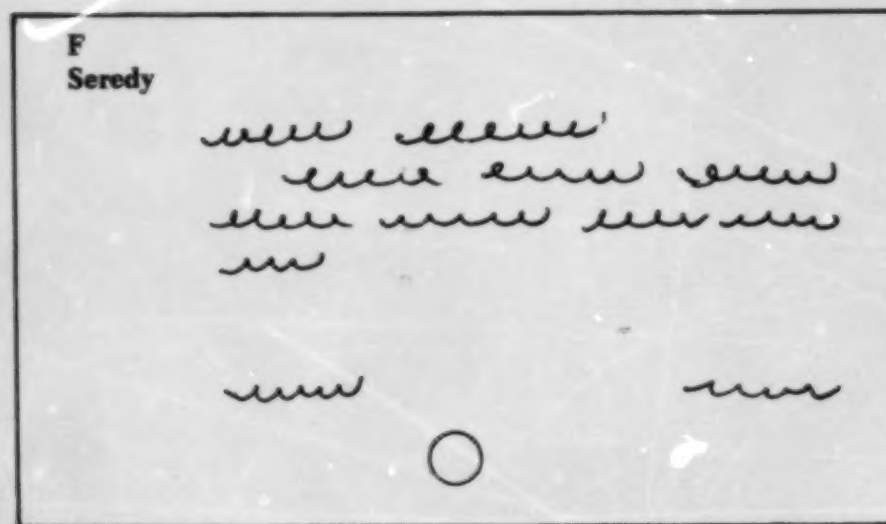
B.



The word Fiction and the first two or three letters of the author's last name.



C.



"F" and the full last name of the author.



NEXT PAGE...

4. Non-Fiction book call numbers:

In your media center non-fiction books (based on factual information) are arranged according to the Dewey Decimal Classification System. (This number is the "call number.") Under this system non-fiction books are assigned numbers according to their *subject matter*. The main bulk of the media center's materials are made up of books which deal with factual information. Each set of numbers of the Dewey Decimal System brings together all books on the same subject. The numbers of the Dewey Decimal System are arranged beginning with 000 and ending with 999. The numbers of the Dewey Decimal System are as follows:

- 000-099 Encyclopedias and general reference books
- 100-199 Philosophy
- 200-299 Religion
- 300-399 Social Science
- 400-499 Language
- 500-599 Pure Science
- 600-699 Applied Science (Technology)
- 700-799 Arts and Recreation
- 800-899 Literature
- 900-999 History (General Geography)



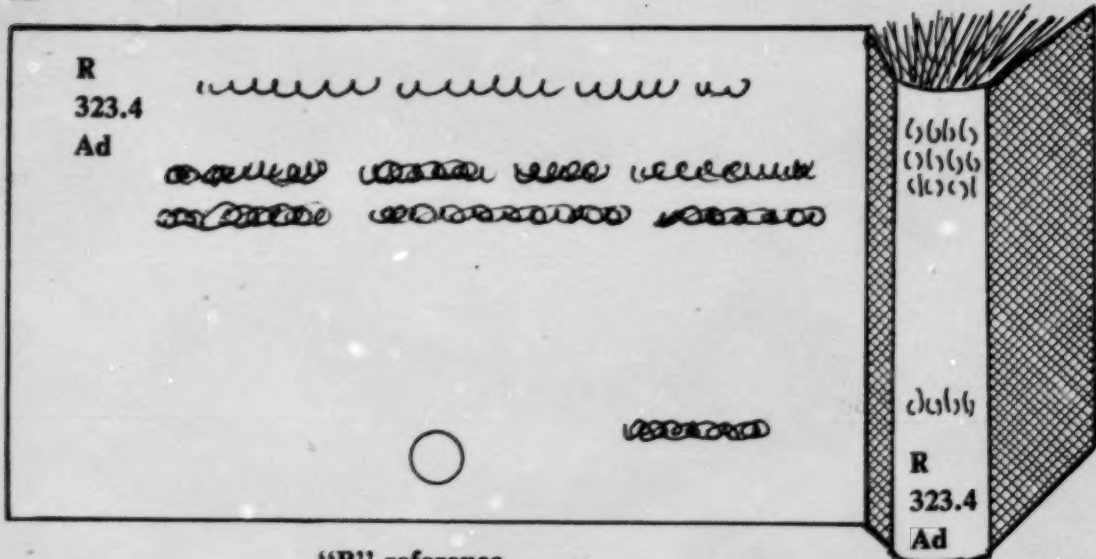
Turn back to page 28 for an example of a Dewey call number

5. Reference call numbers:

Reference books (dictionary, encyclopedias, almanacs, etc.) have the letter "R" or "Ref" added to the call number. These books are located in a central area in your media center.

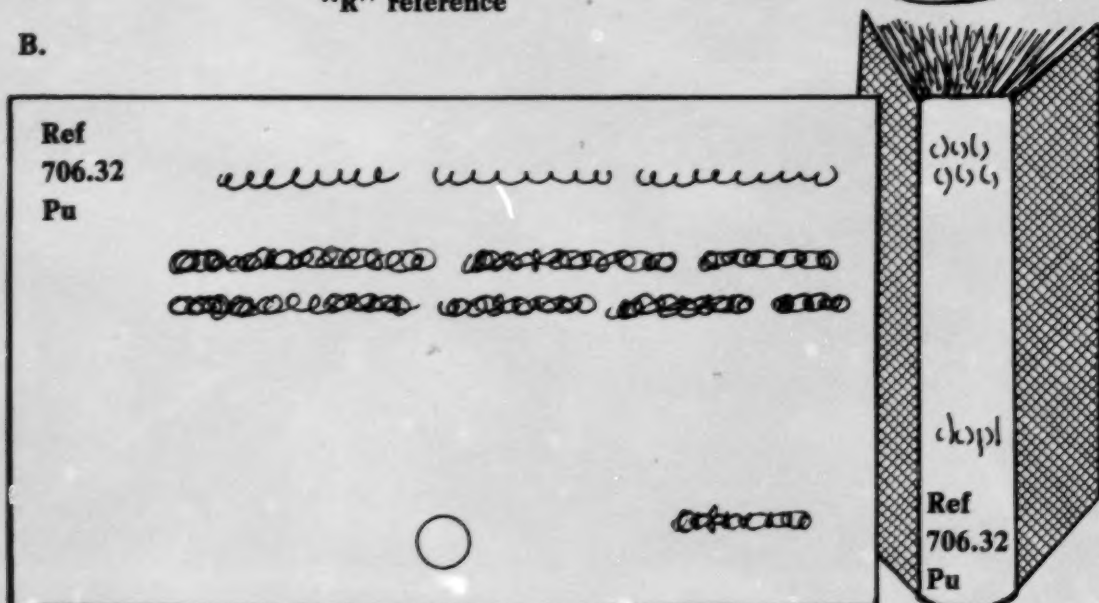
Here are *two* examples of a call number for a reference book.

A.



"R" reference

B.



"Ref" reference

NEXT PAGE...

REVIEW PART IV IF NEEDED!

Write any questions you may have.

DID YOU MISS SOMETHING?



NEXT PAGE...

name_____

QUESTIONS TO PART IV

Circle *one* answer (a, b, or c) to each question.

1. Where is the code that represents the type of audiovisual material located on the catalog card?
 - a) upper left hand corner
 - b) upper right hand corner
 - c) lower left hand corner
2. "Ref" in the upper left hand corner of the catalog card represents what type of book?
 - a) Fiction book
 - b) Reference book
 - c) Non-fiction book
3. The call number gives you the following information.
 - a) Where the print or non-print material is located in the media center.
 - b) The cost of the book
 - c) The name of the book
4. The numbers of the Dewey Decimal System are arranged as follows:
 - a) 100 - 900
 - b) 099 - 999
 - c) 000 - 999
5. Answer the following questions by writing "T" for true or "F" for false.
 - a) _____ Non-fiction books are assigned numbers according to their subject matter.
 - b) _____ The call number is not on the spine of the book.
 - c) _____ Autobiography and biography books are arranged under the Dewey Decimal number 892.

Check answers on page 47

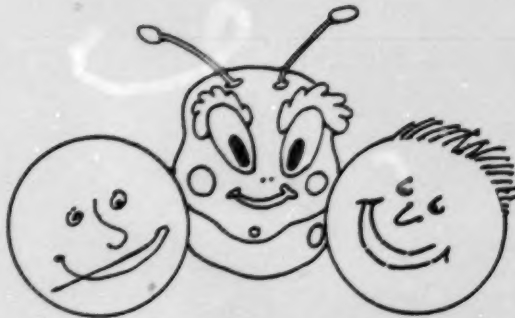
NEXT PAGE...

REVIEW IF NEEDED!



NEXT PAGE...

PART V

PART V**AN EASY
POST TEST!****(six parts)****NAME** _____

POST TEST

Directions: Answer as many of the five questions as possible by filling in the blanks.

1. Here are the three basic types of catalog cards for the same book. Label their correct names in the spaces provided.

FICTION	
Hen	King of the Wind
Henry, Margaret	
King of the Wind; illus by Matthew Needham. Seaway 1976	
186 p illus	
1 Horses-Stories	1 Title
○	

A) _____ card:

FICTION	
Hen	
Henry, Margaret	
King of the Wind; illus by Matthew Needham. Seaway 1976	
186 p illus	
1 Horses-Stories	1 Title
○	

B) _____ card:

NEXT PAGE...

Label the correct name of the catalog card in the space provided.

FICTION	
Hen	HORSES - STORIES
Henry, Margaret	
King of the Wind; illus by Matthew Needham. Seaway 1976	
186 p illus	
1 Horses-Stories	I Title
○	

C) _____ card:

2. Identify the following *types of call numbers*.

- | | |
|----------------|-----------|
| a) Blo | c) TC |
| EINSTEIN _____ | 428.4 |
| | Au _____ |
| b) R | d) 651.8 |
| 970.5 | For _____ |
| Was _____ | |

3. Circle one answer (a, b, or c) to each question.

- 1) Non-fiction books have ...
 - a) Dewey Classification System numbers in the call number
 - b) only part of the author's last name in the call number
- 2) Fiction books have ...
 - a) Dewey Classification System numbers in the call number
 - b) the author's last name in the call number
- 3) What does "OT" added to a call number represent?
 - a) the author's name
 - b) Overhead Transparency

- 4) What does "Bio" in a call number represent?
 a) biography book
 b) reference book
- 5) What does "R" added to a call number represent?
 a) reference book
 b) fiction book
- 6) Where is the call number located on all catalog cards?
 a) upper right hand corner
 b) lower left hand corner
 c) upper left hand corner
- 7) What is the function of the call number?
 a) to help locate a title of a book
 b) to give the price of a book
4. Match the audio-visual (AV) to the correct (AV) code call number

- | | | |
|------------------|-------|-------------------------|
| 1) Tape cassette | _____ | Rec A
a. 764.2
Du |
| 2) Globe | _____ | FL
b. 631.1
Lw |
| 3) Picture Set | _____ | K
c. 720.4
Se |
| 4) Record Album | _____ | PS
d. 973.8
Ab |
| 5) Film Loop | _____ | G
e. 290.3
Fe |
| 6) Kit | _____ | TC
f. 528.4
Pc |
| 7) Filmstrip | _____ | FS
g. 341.3
Hu |

NEXT PAGE...

5. Study the following catalog card.

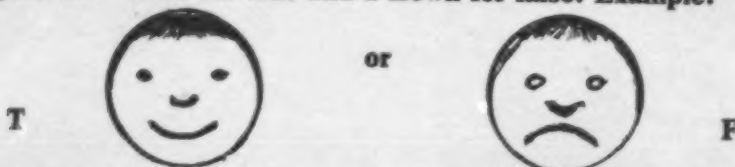
Supply the correct information in the spaces that are provided.

593 JAC	SPONGES
Jacobsons, Mark P.	
Wonder of sponges, illus by Elouise H ^{ill} . Cardale 1976 88 p. illus	
Surveys the classification of different types of sponges. Glossary.	
1 Sponges	I Title

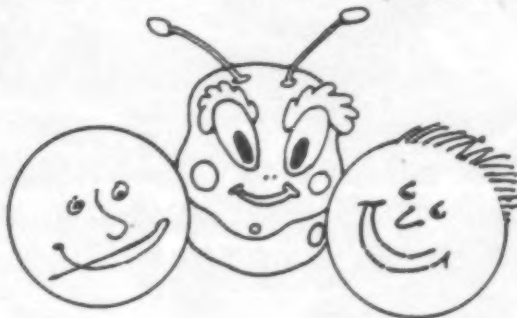
- a) author's name _____
- b) call number _____
- c) subject heading _____
- d) date of publication _____
- e) publisher _____
- f) tracings _____
- g) title _____
- h) number of pages _____

POST TEST

6. Answer the following questions by writing "T" for true or "F" for false, or you may make a smile for true and a frown for false. Example:



- a) _____ The catalog cards are arranged alphabetically in the card catalog.
- b) _____ The Dewey Decimal Classification is a system of arranging books by call number.
- c) _____ Books within the media center are broadly divided into two categories, fiction and non-fiction.
- d) _____ Guide cards extend above other cards in the card catalog drawers and they indicate the content of the surrounding cards.
- e) _____ Tracings will direct you to other authors.
- f) _____ Subject cards have the subject heading capitalized or in red to distinguish them from other cards.
- g) _____ Author cards are filed usually by last name first.
- h) _____ Philosophy books are located in the 700-799 in the Dewey Decimal System.
- i) _____ Encyclopedias are not reference books.
- j) _____ Books are non-print and audiovisual materials are print.
- k) _____ The call number is located on the spine of the book.



NEXT PAGE...

PART VI
ANSWER KEY
TO
PRETEST - PART I
PART II
PART III
PART IV
POST TEST PART V



CARD CATALOG PRETEST — POSTTEST

PART I ... A Quickie Pretest 9 - 12

1. The three basic types of catalog cards 9
 - a) author b) subject c) title
2. Identify the following types of call numbers 10
 - a) Biography c) Reference
 - b) Fiction d) Non-fiction
3. Supply information from the catalog card 11
 - a) author's name Lisdove, James U.
 - b) call number 914
LIS
 - c) subject heading Travel
 - d) date of publication 1977
 - e) publisher Green
 - f) tracings 1. Travel 2. Europe-Description and Travel
 - g) title American Abroad
 - h) number of pages 118

PART II ... A Guide to the Card Catalog 17 - 19

- Figure 1 17
 1. What is on the top line of figure 1?
 - c) Title of book
 2. What type of card is figure 1?
 - c) Title card
 3. If you were looking up the title card in figure 1 you would look in the card catalog drawer under the word ...
 - a) Right
- Figure 2 18
 1. What type of card is figure 2?
 - c) author card
 2. Author cards are usually filed ...
 - b) last name first
 3. What is on the top line of figure 2?
 - a) author's name
- Figure 3 19
 1. What is on the top line of figure 3?
 - b) subject heading
 2. What type of card is figure 3?
 - c) subject card
 3. If a heading on a catalog card is capitalized, what type of card is it?
 - b) subject card

PART III ... Parts of a Catalog Card 24 - 26

- Figure 1 24
 1. Where is the title located?
 - b) under the author's name
 2. Tracings will direct you to ...
 - c) other subjects
 3. When was this book published?
 - c) 1976
- Figure 2 25
 1. What is the correct sequence of information after the author's name and *before* the number of pages?
 - c) title, publisher, date of publication
 2. On what type of card is the title printed twice?
 - b) title card

Figure 3 26

1. Guide cards are ...
 - a) thick and heavy with a guide that extends above other cards
2. A guide card will direct you to ...
 - a) contents of the surrounding cards

PART IV ... Call Numbers on a Catalog Card 37

1. Where is the code that represents the type of audio-visual material located on the catalog card?
 - a) upper left hand corner
2. "Ref" represents what type of book?
 - b) Reference book
3. The call number gives you the following information.
 - a) where the print and non-print material is located in the media center.
4. The numbers of the Dewey Decimal System are arranged as follows:
 - c) 000 - 999
5. Answer True, False questions
 - a) T c) F
 - b) F

PART V ... Post Test 40 - 44

1. Three basic types of catalog cards 40
 - A) Title
 - B) Author
 - C) Subject
2. Identify the types of call numbers 41
 - a) Bio
EINSTEIN Biography
 - b) R
970.5
Was Reference
 - c) TC
428.4
Au Tape cassette (audio-visual)
 - d) 651.8
For Non-fiction
3. Questions on call numbers 41
 - 1) Non-fiction books have ...
 - a) Dewey Classification System numbers in the call number
 - 2) Fiction books have ...
 - b) the author's last name in the call number
 - 3) What does "OT" added to a call number represent?
 - b) overhead transparency
 - 4) What does "Bio" in a call number represent?
 - a) biography book
 - 5) What does "R" added to a call number represent?
 - a) reference
 - 6) Where is the call number located on all catalog cards?
 - c) upper left hand corner

7) What is the function of the call number?

a) to help locate a title of a book

4. Matching audio-visual call numbers 42

1) Tape cassette	f	TC 528.4 PC
2) Globe	e	G 290.3 Fe
3) Picture Set	d	PS 973.8 Ab
4) Record Album	a	Rec A 764.2 Du
5) Film Loop	b	FL 631.1 LW
6) Kit	c	K 720.4 Se
7) Filmstrip	g	FS 341.3 Hu

5. Supply information on the catalog card 43

a) author's name Mark P. Jacobson

b) call number 593

JAC

c) subject heading Sponges

d) date of publication 1976

e) publisher Cardale

f) tracings 1 Sponges

g) title Wonders of sponges

h) number of pages 88

6. True, false questions on the card catalog 44

a) T

d) T

g) T

j) F

b) T

e) F

h) F

k) T

c) T

f) T

i) F

THE END

THE END

THE END
IS JUST THE BEGINNING

